



# CITY OF SAN ANTONIO

P.O. BOX 839966  
SAN ANTONIO, TEXAS 78283-3966

June 13, 2005

Roger Flores  
Councilman, District 1

Sheila D. McNeil  
Councilman, District 2

Roland Gutierrez  
Councilman, District 3

Patti Radle  
Councilwoman, District 5

Enrique Barrera  
Councilman, District 6

Chip Haass  
Councilman, District 10

Ladies and Gentlemen:

RE: Final Audit Report – Information Technology Services Department Contract Management Process

This audit report was distributed the Governance Committee over the weekend. Attached for your review and information are the transmittal letter and final report. An executive summary of the audit results has been developed as the transmittal letter to the Committee. The final report provides an overview about the audit and the high level conclusions, pages 2 through 6.

The audit team wants the Mayor and City Council to know that City Management and Staff as well as the Information Technology Services Department and Contract Services Department, cooperated fully on this project. The report includes their responses which were viewed as positive commitments to implement process changes and improvements. Some follow up is required by City Staff to ensure past due amounts are collected from Bexar County for shared contract expenses.

The Internal Audit Department is available to discuss the details of this report with you at your individual convenience. This project involved reviewing processes that are critical financially and publicly to the City. We appreciated being able to perform this audit and to offer recommendations that can make a difference in the future.

Sincerely,

Patricia M. Major CPA, CIA, CTP, CGFM  
City Internal Auditor  
(210) 207-2853 office; (210) 215-9455 cell

cc: J Rolando Bono, Interim City Manager  
Martha Sepeda, Interim City Attorney  
Leticia Vacek, City Clerk  
Christopher Brady, Assistant City Manager  
Melissa Byrne Vossmer, Assistant City Manager  
Erik Walsh, Assistant to the City Manager  
Central Library Branch